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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

David W. St. Hilaire
Director of Finance

Phone 203-797-4652
Fax 203-796-1526

MEMORANDUM

TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *Dst*
DATE: 7/18/2016
RE: RESOLUTION-PER CAPITA FY 2017 GRANT ALLOCATION

Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Human Services, to accept 'per capita' funding from the State of Connecticut, Department of Public Health.

This allocation, in the amount of \$87,753.59, is available from 7/1/16-6/30/17 and will be used to promote programs within the Health and Human Services Department. There is no local match required.

The City Council is respectfully requested to consider this resolution at its next meeting.

Attach.

DST/sk

Cc: S. Leroy



RESOLUTION

12-1

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2016

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Public Health has made per capita funding available for the 2016-2017 fiscal year to municipalities in accordance with Section 19a-202 of the Connecticut General Statutes; and

WHEREAS, the City of Danbury's Health and Human Services Department has formulated a program to promote optimal health quality in the City of Danbury; and

WHEREAS, the State of Connecticut has provided the City of Danbury a continuation grant award application in the amount of \$87,753.49 for funding available from July 1, 2016 through June 30, 2017; and

WHEREAS, there is no local match required.

NOW THEREFORE, BE IT RESOLVED THAT Mayor Mark D. Boughton, or Scott T. LeRoy, Director of Health as his designee, is hereby authorized to apply for and accept said funding and to execute all contracts or amendments to effectuate the purposes thereof.



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CITY OF DANBURY

HEALTH & HUMAN SERVICES DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

Central Health Office
203 - 797-4625
Fax 796-1596

Social Services Office
203 - 797-4569
Fax 797-4566

SFY 2017 PER CAPITA FUNDING APPLICATION

Impact Statement

Dear City Council:

The City of Danbury Department of Health & Human Services relies on the Per Capita Funding Application from the State of Connecticut to fund many Department activities and expand public health programs.

The Department was awarded \$87,753.59 for this year SFY 2017.

Please note that this amount is a \$5,972.49 reduction from last years grant.

The proposed activities to be funded include, but not be limited too expansion of staff and OT hours, primary health care services for TB/STD services, Homeless services and expenses, supplies, food service education for operators, contracts, computer services, supplies, etc...

There are no matching requirements for these funds.

Sincerely,

Scott LeRoy MPH, MS
Director of Health

All City Services 311
Eviction Prevention 797-4565
Information-Referral 797-4569

Dial 2-1-1 for all
Connecticut Services!

Emergency Shelter 796-1661
Em. Shelter Fax 796-1660
WIC Program 797-4638

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STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

July 11, 2016

Mr. Scott T. Leroy, MPH, MS
Director of Health
Danbury Health and Housing Department
155 Deer Hill Avenue
Danbury, CT 06810

Re: Per Capita Grant in Aid Funding Application for SFY2017

Dear Mr. LeRoy:

Attached, please find the Per Capita Grant in Aid Funding Application for SFY 2017 (July 1, 2016 – June 30, 2017), a copy of the revised "Per Capita Grant in Aid Funding Guidelines" and the SFY 2017 Per Capita Allocation Plan.

As per CGS Sec. 19a-202, the per capita rate for full-time departments of health is \$1.18. Based on the State Approved Budget for SFY 2017, DPH was appropriated 88.76 percent of the funding for local health departments. Please complete the application and return all required submittals by July 30, 2016. The application checklist for required submittals is located on Page 7 of the application.

All applications will be reviewed and approved by the Office of Local Health Administration prior to payment. If you have any questions, please feel free to contact Sue Walden at (860) 509-7706 or sue.walden@ct.gov. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Juanita D. Estrada".

Juanita D. Estrada, M.S.
Supervisor
Office of Local Health Administration

Enclosures

cc: Sue Walden, Office of Local Health Administration

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PER CAPITA GRANT IN AID BUDGET PROPOSAL
SFY 2017
July 1, 2016 – June 30, 2017

DIRECTOR OF HEALTH Scott T. LeRoy MPH, MS Population (2014) 83,784

SIGNATURE of DOH _____ Allocation (2017) \$87,753.59

BUDGET LINE ITEMS	SFY 2017 Per Capita Allocation	Carryover Funding from Prior Years	Total Per Capita Funding 2017
1. Salary and Wages*	40,508		40,508
2. Fringe Benefits* %	3,512		3,512
3. Office Supplies	2,059.59		2,059.59
4. Contractual **	30,000		30,000
5. City Audit Fees (3%) / Admin Fee (3%)	5,265		5,265
6. Homeless Shelter Materials, Supplies, Utilities, etc...	5,000		5,000
a. Public Liability	409		409
b. Education / Training	1,000		1,000
c.			
d.			
e.			
f.			
TOTALS	87,753.59		87,753.59

*Complete the salary/fringe position schedule.

**Complete the Subcontractor detail information for each subcontractor

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PROPOSED USE OF PER CAPITA FUNDS

Provide a **budget justification for each line in your budget** describing how your health department intends to use the per capita funding. If funds are used to support a position, please provide a justification of staff activities and the program(s) supported for each position and complete the salary detail and fringe position schedule. If your health department is subcontracting services or using a consultant, please provide a justification for services, complete the subcontractor detail form indicating the name of consultant/agency, rate of pay and/or funding detail for the services. Please refer to the per capita funding guidelines for justification details. Use additional pages as needed.

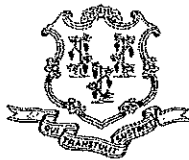
BUDGET LINE ITEM	JUSTIFICATION
1. Salary & Wages	Hours to supplement all employee hours as needed for work during the day, evening and weekends for all programs and services (reg. pt \$20.52/hr, fte OT \$44.50/hr to \$54/hr depending on employee needed), emergencies, etc...; Hours to supplement part time wetland inspectors for work during the day, evening and weekends if needed for all programs and services. \$30.92/hr. Hours for a P/T Health Educator and a P/T Epidemiology Assistant solely from the per capita grant.
2. Fringe Benefits 10%	10% of salary used as estimate for all employees
3. Office Supplies	Paper, envelopes, program or event forms, blanks for licenses, mobile vending truck stickers / ID's, Farmers markets, Temp. events, pens, pencils, staples, paper clips, clip boards, folders and carriers for cars for mobile office and have applications ready for clients in the field, etc...as needed. Used every year.
4. Sub-Contractors:	Provide contractual funding for a medical / office assistant at the Department's Office of Community Medicine for the year at ClFC Main St TB/STD Clinic ; Offer up to 2 Food Safety Education programs for field inspectors, owners, operators (up to 30 /class) in their native languages as require by State Code QFO; Assistance, updates, edits and software needed to ensure programs efficiency and effectiveness, existing consultant for existing public health programs is MicroServe LLC (designer, maintainer, etc...up to \$150/hr) to expand and improve database for all programs and licenses / certificates issued.
5. City Audit Fees (3%) and Admin. Fee (3%)	To be deducted, as per city policy, (3%+3%) 6% of budget
6. Homeless Shelter: Materials, Supplies, Utilities, etc...	Food and coffee with condiments related to coffee preparation, travel vouchers for bus passes for clients of the Homeless Shelter. List from previous items purchased: chlorine bleach, kitchen liquid detergent, laundry detergent (regular containers and individual packets for single use), paper towels, toilet paper, aluminum foil, quats ammonia, 95%-100% isopropyl alcohol, paper plates, ajax cleaner, shower cleaners, or equal products at the time. Electric / gas / utility bills, pest control, fire code related yearly work (extinguishers, hood inspection).
a. Public Liability	\$4.657/1000 of the entire budget; as per the Finance Dept.
b. Education / Training	Education only, remove Outbreak / Disease response items and have funds for the new Inspector to attend the SCSU Environmental Training Program for Food Services, septic and Housing education for their job in 2017.

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STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Raul Pino, M.D., M.P.H.
Commissioner



Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

SFY 2017 PER CAPITA FUNDING APPLICATION FOR:

Danbury Health and Housing Department
155 Deer Hill Avenue
Danbury, CT 06810

SFY 2017 Per Capita Allocation \$87,753.59

Population (2014) 83,784

This application certifies that Danbury Health and Housing Department is in compliance with the following terms of the State Aid to Full-time Health Departments Program:

1. The city/town employs a duly authorized full-time Director of Health as defined in **C.G.S. Section 19a-200** "...such director of health shall serve in a full-time capacity, except where a town has designated such director as the chief medical advisor for its public schools under section 10-205, and shall not, during such director's term of office, have any financial interest in or engage in any employment, transaction or professional activity that is in substantial conflict with the proper discharge of the duties required of directors of health by the general statutes or the Public Health Code or specified by the appointing authority of the city, town or borough in its written agreement with such director..."
2. Provide a copy of the written agreement between the Director of Health (DOH) and city/town. If there is no written agreement in place with the DOH and the city/town, provide documentation with this application that outlines the steps that will be taken to develop and secure a written agreement on or before June 30, 2017.
3. The Health Department shall provide the services of a sanitarian certified under Chapter 395 as defined in **C.G.S. Section 19a-200(b)**.

Name of Sanitarian Mr. Peter Dunn License #

4. The Health Department shall receive \$1.18 per capita based on the most recent population figures if the following criteria are met as defined in **C.G.S. Section 19a-202**, "... (1) employs a full-time director of health, except that if a vacancy exists in the office of director of health or the office is filled by an acting director for more than three months, such municipality shall not be eligible for funding unless the Commissioner of Public Health waives this requirement; (2) submits a public health program and budget which is approved by the Commissioner of Public Health; (3) appropriates not less than one dollar per capita, from the annual tax receipts, for health department services; (4) has a population of fifty thousand or more..."

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5. The Health Department shall use per capita funding that directly relates to the overall public health programs required of each local health department/district as defined in **C.G.S. Section 19a-207a**.
6. The Health Department must complete an annual report as defined in **C.G.S. Section 19a-200**.
7. If this grant application is approved, monies granted will not be used to substitute for funds budgeted for the health department under the normal budgetary process.
8. The information provided on behalf of the Health Department in this application and attachments is true and correct.

**Name of Individual
Completing the Application:**

Scott T. LeRoy MPH, MS
(Please print or type)
Signature: _____

Director of Health:

Scott T. LeRoy MPH, MS
(Please print or type)
Signature: _____

Chief Elected Official:

Mayor Mark D. Boughton
(Please print or type)
Signature: _____